

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Fitness Specialist
DEPARTMENT: Parks and Recreation
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior-level technical or specialized work in the Parks and Recreation department. Develops physical fitness programs for members of the community. Oversees staff and building operations when the immediate Supervisor and/or Superintendent are not present. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees, plans and implements fitness and wellness incentive programs, health fairs, and all other health and wellness programs
- Designs fitness programs
- Performs fitness assessments for new members and performs follow-up assessments as necessary
- Provides direction and assistance to users of the fitness facility
- Serves as a personal trainer as needed
- Conducts fitness classes, wellness lectures, and special events
- Assists in the operation of a physical fitness facility, and the development of fitness and wellness activities
- Assists in all phases of marketing fitness programs and distribution of printed materials
- Performs everyday maintenance tasks within the fitness area
- Assists with recruiting, hiring, training and completing performance evaluations for Fitness Interns and seasonal and temporary personnel
- Recruits and oversees volunteers, and maintains active list of volunteers
- In the absence of Supervisors, employee must have the ability to tactfully exercise leadership skills to direct and guide coworkers in the completion of assigned tasks as a team
- Ability to identify, credit and recommend to supervisors accolades and/or corrective actions for fellow coworkers
- Enforces city and department policies and procedures

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- Acts as a liaison for special activity instructors and outside vendors; monitors and evaluates them
- Reviews, prepares and/or submits various records and reports including activity reports, timesheets, surveys, purchase requisitions, program proposals, program evaluations, contracts, registration forms, insurance agreements, deposit logs, correspondence, news releases, etc.
- May assist with the preparation of fiscal year budgeting for assigned programs; may be responsible for preparing and monitoring budget for specific programs or activities
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in physical education or kinesiology; supplemented by a minimum of two years' experience in the fitness/aerobics field; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license, class E.

Must have a current cardiopulmonary resuscitation (CPR) certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the goals and objectives required for planning, developing, and implementing municipal fitness programs
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule, including evenings, weekends, and holidays

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time standing.

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ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date